

Quotation Request //

US Government Publishing Office

Philadelphia Regional Office
928 Jaymor Road, Suite A-190
Southampton PA 18966-3820

JACKET:604-398

Quotations are Due By:

(Eastern Time)11:00 AM on 12/01/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: COURIER AUTHORIZATION CARDS

QUANTITY: 20000 - Total

Plus (3) Department Samples

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to mwebb@gpo.gov.

TRIM SIZE: 3-1/4 x 4-1/4"

SCHEDULE:

Furnished Material will be available for pickup by 12/03/2021

Deliver complete (to arrive at destination) by 12/17/2021

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Lashineda.Alsevido@dla.mil and mwebb@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 604-398. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

NOTE: This is a Controlled Item. Supplied shipping and Unit of Issue label art MUST be utilized to insure proper warehouse receipt and storage. Any waste to be destroyed.

Card -- prints head to head, black ink. Face print at 2-1/4" diameter logo printed with a 30% screen tint and over print balance of type and rule matter in solid black. Center all matter margins are 1/8" all sides. Cards to be serialized from NC 546250 THUR NC 571249 in one location on the top right box labeled SERIAL NUMBER. Numbers are to be 1/8" high. Print serial numbers in bold text as per furnished sample. Contractor to score one (1) horizontal line @ 2-/8" from the top 3-1/4" edge. DO NOT FOLD.

Serial Numbering Note: Serial numbers MUST be clearly printed on every Warehouse Unit of Issue Label that is affixed to every Kraft wrap package.

MATERIAL FURNISHED: Contractor to pickup at department. 2 Prior printed sample

GPO Form 905 Labeling and Marketing Specifications

GPO Delivery Confirmation

Warehouse Unit-of-Issue Label

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of

missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email mwebb@gpo.gov

All expense incidental to picking up and returning materials and furnishing samples must be borne by the contractor. See GPO Contract Terms.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* K10, Index, Lt. Blue, Basis Size 25.5 X 30.5" Basis Weight 110 lbs.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS: Follow Copy Sample.

PROOFS:

Submit one press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed products. PDF proof will be evaluated for correct type copy, text flow, image position & color breaks. Proof will not be used for color match. Indicate size and positioning of images on both sides of envelope.

E-mail proofs to the following addresses: Lashineda.Alsevido@dla.mil with cc to: mwebb@gpo.gov.

Proof will be responded to within 2 WORKDAY from receipt. Do not proceed prior to receipt of proof approval.

BINDING:

See Description.

PACKING:

***PALLETS/PALLETIZING: Critical that the vendor follows the guidelines for the pallet size and cartons for delivery to Tinker AFB warehouse.

Will result in refusal and return for proper packing and re-delivery by and at contractor's expense.
See attachment.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repack in accordance with the specifications and charge all costs to the contractor.

Kraft wrap 50 cards per package.

Total packages = 500 packages.

Kraft wrap with 60# paper minimum. NOTE: these packages MUST BE CARTONIZED FOR SHIPMENT. Failure to cantonize will result in a return to the printer at their expense.

This job must be Kraft wrapped. Kraft wrap must be a minimum of 60 Lb. Paper. Envelopes of this weight can also be used as appropriate. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping, etc. NO SCOTCH OR PLASTIC ADHESIVE TAPE MAY BE USED TO SEAL KRAFT WRAPPED PACKAGES.

Warehouse Unit of Issue label must be affixed to the outside of package. It may be placed on the ends of the packages, if possible, or on the face of each package, centered.

Reproduce Unit of Issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 X 5-1/2 inches, if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 Lb. White Index.

Pack in shipping containers. Each shipping container must not exceed 50 lbs when fully packed. GPO form 905 (L&M Specs.) are required on each carton and must be reproduced on YELLOW stock. (20 # writing or equal). Carton dimensions (do not exceed): Height: 11 to 12-1/2 inches; Length: 11 to 11-1/2 inches; Width: 17-1/2 to 18 inches.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and must not be used.

NOTE: Uniform cartonization is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be 1 carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly cantonize unit of issue boxes and shipping cartons will result in refusal and return for proper packing and re-delivery by and at contractor's expense.

DISTRIBUTION:

Deliver to:

*ADVANCE NOTICED IS REQUIRED.

***PRIOR TO DELIVERY CONTRACTOR MUST NOTIFY SHAUN SULLIVAN (405)226-3068 with the following:

ESTIMATED DELIVERY DATE.

ESTIMATED BOX COUNT AND PALLET COUNT BEFORE DELIVERY.

DLA-J67F JFOL
3420 D. Avenue
Building 1, Door 5
Tinker AFB, OK 73145
Attn: Shaun Sullivan (405)855-3039

*Note: Business hours 7:00 am to 3:00 pm.

Deliver 3 Department Samples to:

DLA Document Services
700 Robbins Avenue, Bldg. 4D
Philadelphia, PA 19111
ATTN: Lashineda Alsevido (215) 737-7549
Ref: Req: 2-770452M Jkt: 604-398

Vendors are expected to submit invoices within 30 days of job shipping/delivery

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Payment: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE